

Request for Exemption Checklist

Omission of Days from an Audit Period

If a publication has suffered a circulation loss during an audit period due to causes beyond the publisher's control, the Publisher Member can submit a written application to the AMAA Board requesting an exemption from audit.

The checklist below has been designed to assist the Publisher Member collate the minimum required documentation for the AMAA Board's consideration.

	Documentation Required:	Check List
1.	Letter requesting for Omission of Days from an Audit Period Request must include:	
1a	Date(s) of publication's issue(s) to be omitted from audit	
1b	Detailed summary of the Event and how it affected the relevant issue(s)' printing, distribution and sale	
2.	Satisfactory evidence substantiating the Event's occurrence and effect on printing, distribution and sales	
2a	Production reports – detailing target vs actual print	
2b	Delivery reports – detailing target vs actual distribution	
2c	Sales figures for previous issues (at least for the current audit period and previous period)	
2d	Other documentation you may consider relevant to support your request	
3.	Request for Exemption Form	